

**NISQUALLY INDIAN TRIBE  
REQUEST FOR PROPOSAL**

**EHR Policy Consultant**

*The Tribe is a federally recognized Indian Tribe having a governing body and reserved sovereign powers over persons, property and activities within the jurisdictional boundaries of the Nisqually Indian Reservation, located in the State of Washington. The governing representative body of the Tribe, the Nisqually Tribal Council, may enter into contracts with various funding entities to provide services for the members of the Tribe.*

The Nisqually Tribe is currently seeking an Electronic Health Record (EHR) Consultant to develop and implement organizational policies and procedure for the Nisqually Tribe Health Clinic (see scope of work below).

**A. Qualifications**

The successful candidate shall have solid working knowledge of key processes and daily operations of health organizations with an emphasis on clinical workflow and EHR best practices. In addition, he/she will have experience to collaborating with a diverse team for implementation of an EHR application.

**B. Scope of Work**

Compile a full collection of and indexing of existing policies and procedures

Analyze existing policies and develop a rational for updating existing policies and generating new policies

Draft proposed new policies and procedures ready for approval by the Health Director on topics that will enable full implementation of electronic health. Topics covered will include but not be limited to:

- 1) Health records retention & security
  - a) HIPAA and Notice of Privacy Practices
  - b) Patients' Rights and Responsibilities
  - c) Release of information consents, authorizations, or other permissions
  - d) Disasters and other contingencies to recover and protect PHI
  - e) Prevention of fraud and protection of personal health information
  - f) Incident response and reporting
  - g) Information system auditing
  - h) Update / change any current approve policies
- 2) Medical clinic EHR systems and staff roles related to EHR implementation
  - a) Provider and staff credentialing in software / hardware programs
  - b) Fire and disaster plan – backup for records retention

- c) Lab functions and standards
- d) Workflow in EHR definitions
- e) Standing orders for medical assistants, registered nurse, etc.
- f) Biomedical equipment maintenance and agreements
- g) Medication storage and security measures
- h) Internal and external referrals and follow up
- i) Present policies and work with managers at approval levels

3) Training plan for staff on new policies and procedures

The CONTRACTOR shall provide the TRIBE with professional services in support of the tribe's EHR program under the supervision of the Health Services Director. The contract will run for a five month period beginning the date the contract is signed and project will be evaluated at end of term for possible continuation, if needed.

**C. Base Bid**

The base price for the EHR Coordinator shall be \$\_\_\_\_\_ paid by the Nisqually Tribe Health program.

This position shall report to the Health Services Director.

**E. Bidder**

Name of Individual\_\_\_\_\_

Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Tax Identification #\_\_\_\_\_

Please submit your proposal to:  
 Nisqually Indian Tribe  
 Jill Wall, Contract Compliance  
 4820 She Nah Num Drive SE  
 Olympia, WA 98513

Proposals must be received by September 25, 2013 to be considered.

End of Proposal Form